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(CLASSIFICATION)

Executive Registry

64-644

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-355

Date 28 JAN 1964

TO : Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Science & Technology)  
Deputy Director (Support)

SUBJECT : Control of Overtime

REFERENCE:

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1. Payments to Agency employees for overtime and holiday pay increased steadily from [REDACTED] in FY 1960 to [REDACTED] in FY 1963. Overtime in the first quarter of FY 1964 was paid at a rate approximating [REDACTED] per annum.

2. The referenced increase, in part, reflects additional work requirements; but it may also reflect poor employee work habits, inefficient office practices, and inadequate planning and supervision.

3. As first steps toward the reduction of payments for overtime, the DD/S has been directed to prepare a change to Agency regulations which will eliminate all payments for overtime to personnel above GS-9, and to have the Director of Finance prepare and submit quarterly reports of overtime payments to each Deputy Director and to the Office of Budget, Program Analysis and Manpower.

4. Concomitantly, you should take the following actions:

a. Establish for your directorate a target to reduce total overtime by not less than 25% from FY 1963 levels and tighten overtime controls and limitations for each component.

SUSPENSE DATE:

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b. Authorize staggered shifts and special work weeks, where feasible.

c. Submit to the Director, OBPAM, by 1 April a report listing the overtime limitations established for each office and describing other actions either taken or in process.

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Lyman B. Kirkpatrick  
Executive Director-Comptroller

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